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# PEER TEAM REPORT

Institutional Accreditation

of

PACHORA TALUKA CO-OPERATIVE  
EDUCATION SOCIETY'S

ARTS, SCIENCE AND COMMERCE COLLEGE

BHADGAON, DIST. JALGAON

MAHARASHTRA

August 27<sup>th</sup> & 28<sup>th</sup> 2004

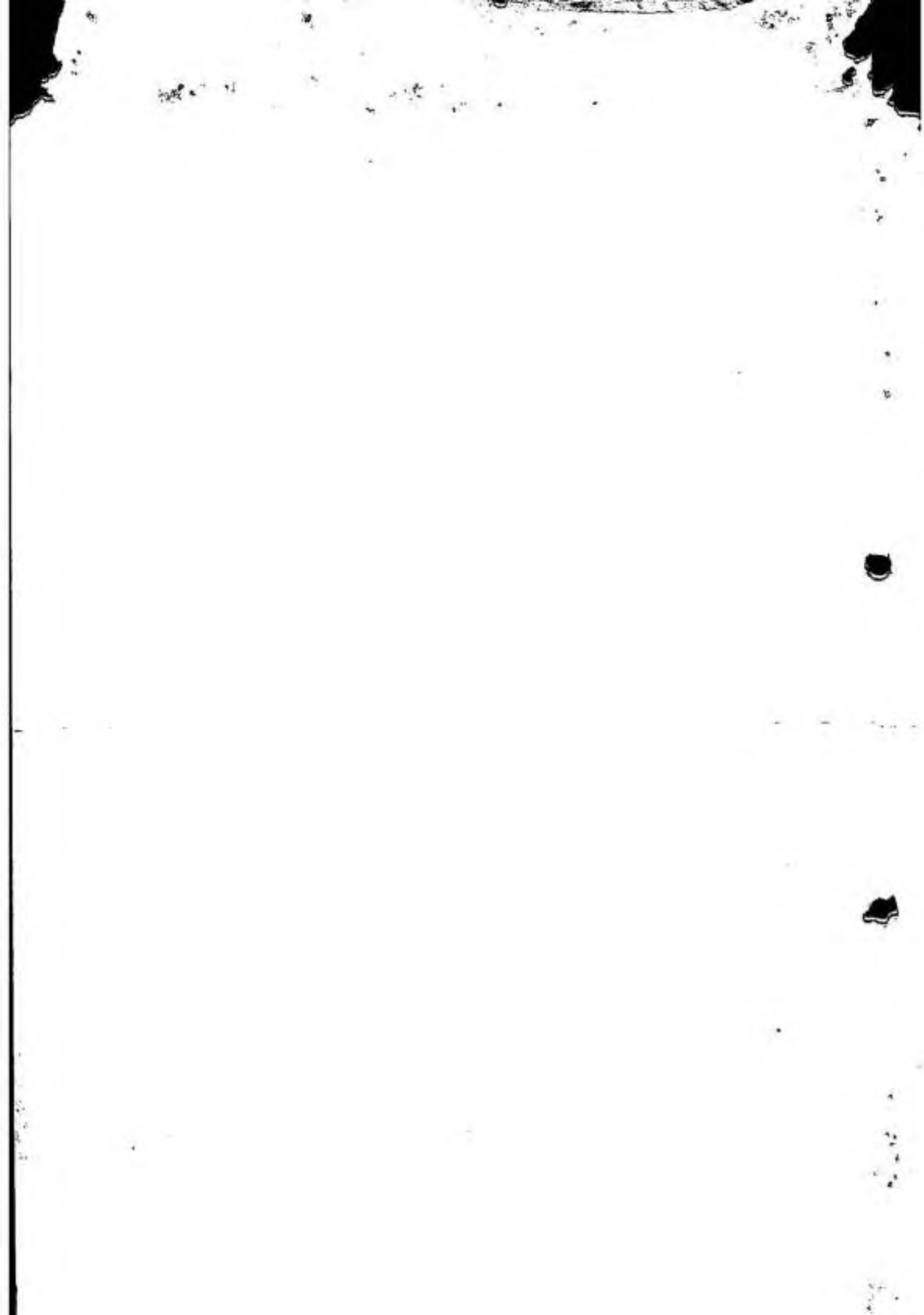
National Assessment and Accreditation Council

An Autonomous Institution of University Grants Commission

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## SECTION I

### INSTITUTIONAL PROFILE

The Arts, Science and Commerce College, Bhadgaon, Dist. Jalgaon, Maharashtra, is situated in rural area with campus area of 1 acre. Pachora Taluka Co-Operative Education Society runs the College with an objective not only to educate students but also to make them self-reliant, to raise their moral standard, with an intention to transform them into responsible citizens and in the process contribute to the society and to the nation. Presently, the Society runs 13 Schools and Colleges imparting education from

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kindergarten to graduation. Arts, Science and Commerce College was established in June 1979 with the B.A. course. The B. Com. and the B.Sc. courses were introduced in 1982 and 1990 respectively. The College is affiliated to North Maharashtra University, Jalgaon and got UGC recognition under section 2(f) in May 1988.

The College has faculties of Arts, Commerce and Science with 12 departments viz.. English, Marathi, Economics, History, Geography, Hindi in Arts faculty; Commerce in Commerce faculty and Chemistry, Physics, Mathematics, Botany, and Zoology in Science faculty. It is a grant-in-aid college.

There are 24 teaching staff members out of which 17 are permanent and the remaining 7 are temporary. Of the 17 permanent staff members 3 have Ph. D. and 4 have M. Phil. degree. The remaining 10 have P.G. as their highest qualification. All temporary staff has P.G. as their highest qualification. The teaching staff consists of 23 males who are permanent and 1 female who is temporary. There are altogether 13 non-teaching staff members of which 8 are administrative staff and the remaining 5 are technical staff. The total number of students in the college is 477 of which 297 are boys and 180 are girls. All the students who are enrolled in the College are from the nearby villages of Pachora taluka. The unit cost of

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education is Rs. 13,055/- with salary and Rs. 732/- excluding salary. The temporal plan of academic work of the college is Annual System.

The College has support services such as Central Library, Sports facilities, Grievance Redresal Cell and welfare schemes. The total working days of the college are 239 and teaching days are 198.

The college volunteered to be assessed by NAAC, Bangalore and submitted Self Study Report on 29<sup>th</sup> December 2003. A Peer Team consisting of Shri. Jeetendra Desai, former Vice-Chancellor, Gujarat Vidyapith as Chairperson, Dr. P.C. Upadhyay, Principal, Shri B.K. Patel Arts and Smt. L.M. Patel Commerce College, Savli, Gujarat as a member and Dr. A.S. Dinge, Principal, P.E.S's Shri Ravi S. Naik College of Arts and Science, Farmagudi, Ponda, Goa as Member coordinator visited the college on 27<sup>th</sup> and 28<sup>th</sup> August 2004. The team carefully analyzed the Self Study Report submitted by the college and interacted with the Principal, Governing body members, Teaching and non-teaching staff, Alumni, Parents/Guardians and students of the college.

The observations of the team on various assessment criteria are given below :

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## SECTION II

### CRITERION - WISE ANALYSES

#### CRITERION I : CURRICULAR ASPECTS

The college offers under graduate courses in Arts, Commerce and Science i.e. B.A., B. Com. and B.Sc. A number of combinations and courses are offered to the students in various subjects. At the final year B.A. students can take Marathi (Six Papers), Economics (Six Papers), History (Six Papers), Geography (Six Papers) or B.A. General (six papers of six different subjects).

Whereas at third year B. Com. 5 papers are compulsory and the sixth one is optional paper where students can chose one out of two options given to them. At third year B.Sc., the college offers Chemistry (6 units) as the only subject. The college also runs computer classes and G.K classes for interested students. The college follows the curriculum prescribed by North Maharashtra University and has no scope for reviewing and redesigning the syllabus. However North Maharashtra University reviews and updates the syllabus every 5 years. Though college does not have scope to redesign the syllabus some teachers participate in the curriculum development process of the university through Board of Studies, workshops and through the teachers association of the subject. There is a well-developed mechanism to obtain

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feedback from academic peers and employers. The college has an Academic Education Committee, which monitors the academic activities of the college. The committee convenes meetings regularly and gives valuable suggestions for improvement.

The Programmes for teaching and learning are consistent with the goals and objectives of the college. Some departments of the college arrange study tours every year for the students. Wall paper 'Tatari' and Magazine is published by the Literary Association of the college for students which promotes literary contribution in writing articles, composing poems and collecting good thoughts. College conducts personality development programmes for the students with an aim of developing respect for human values, scientific spirit, tolerance and non-discrimination.

The Peer Team feels that teacher evaluation should be done in a scientific way through questionnaires and the feedback be used for the modification / improvement in the teaching programme. There is need to introduce new courses and vocational subjects at B.A. /B. Com. /B.Sc. level as well as certificate and diploma courses, which can generate job opportunities for the students and can also help them in getting self-employment.

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**CRITERION II : TEACHING - LEARNING AND EVALUTION**

The students are admitted on the basis of their academic record and as per the rules and regulations laid down by the University. However in-house students and local students from nearby villages are given preference.

The college has a system of interaction with the students to assess their knowledge and skills. The knowledge of the students is assessed through discussions, seminars, question-answer session and term examinations. Their skills are assessed through various cultural and academic competitions at the college level. The college does not conduct any bridge or remedial course for students who are weak in English and / or other subjects. However computer courses are being introduced for advanced learners and these students are provided books from the Book Bank. They are also encouraged to participate in elocution, debate, essay writing and wallpaper competitions.

The college encourages the teachers to prepare a teaching plan. At the beginning of each term the departments in their meeting, which is chaired by HOD, prepare month wise plan and teachers are expected to stick to the plan, which is monitored, by the HOD and Principal of the college. The teachers are expected to complete the course before the commencement of

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the examination. In case the number of lectures allotted is not sufficient then the teacher conducts extra lectures during working days, Sundays and holidays to complete the syllabus. The University announces the dates of examinations 30 days in advance and the students are informed by displaying the date and programme of examination on the notice board.

In order to make the teaching learning process more effective the teachers conduct seminars, practicals and assign project work to the students. In some departments like History, Geography and Botany study tours and visits to historic places are arranged. The college arranges special lectures by inviting resource persons for the benefit of the students. Teachers also supplement lecture method with CD's, OHP and cassettes. The college has 198 teaching days out of 239 working days. The workload of a teacher is 20 periods per week of 50 minutes duration whereas the HOD engages 18 lectures per week.

The college publishes a prospectus at the beginning of the academic year with complete information regarding method of evaluation. All the teachers also communicate it to the students at beginning of the year to ensure proper understanding of the methods. The college monitors overall progress of the students by conducting periodical tests, question answer sessions, difficulties solving sessions and group discussion.

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The appointment of the teachers is made by following the guidelines given by the UGC. Teachers are selected by the selection committee consisting of the Chairman of the governing body and his nominee, subject expert nominated by the University, Vice Chancellor's nominee, nominee of D.H.E./ Director of Social Welfare of the state, H.O.D. of the concerned department and the Principal of the college. All the appointments are made following rules and regulations pertaining to the minimum qualifications. However, the college has not recruited any teacher during last academic year. The college has freedom to appoint temporary teaching staff as per rules of the University and rules and regulations of Govt. of Maharashtra.

In order to keep the teachers updated in their respective subjects the college encourages them to participate in state and national level seminars. Four teachers participated at national level seminars as participants where as one teacher contributed as resource person.

The college has adopted a satisfactory method of evaluation of teaching on the basis of teacher's self-appraisal reports which are studied by the committee appointed by the University at the time of pay fixation and promotion. In order to make teaching more effective, the HOD/Principal

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observe lectures of the newly appointed teachers and give them guidance if necessary. The college has mechanism for evaluation of the teachers by the students. The college conducted five seminars in the subjects of English, Marathi, History and Chemistry. In last two years seven teachers attended orientation Programmes, seven teachers attended refresher courses and fourteen teachers attended workshops. Three students presented paper at state level conferences.

— Dr. M.S. Pagare, the Principal of the College has authored ten books and has received three award. Mr. L.G. Kamble, a lecturer in Geography has received Dr. Babasaheb Ambedkar Ideal Teacher Award. Mr. D.M. Marathe, lecturer in Physics has received Jaitiya Salokha Furaskar from the Police department of Govt. of Maharashtra. Mr. S. R. Patil received 'Dadoji Kondey Ideal Teacher Award' in Sept. 2003. The faculty member's work on different committees constituted by the college throughout the year.

### CRITERION III : RESEARCH, CONSULTANCY AND EXTENSION

The Management and the Principal of the college encourage the teaching staff to undertake active research work and improve their qualifications. However the college does not give them any financial assistance. Teachers are expected to carry out research work during vacation and holidays. Around 22% of the teaching staff is engaged in research work.

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While there is no minor research project going on in the college. Prof. S.D. Bhaise has submitted minor research project to the UGC. In last two years Principal Dr. M.S. Pagare, Dr.N.V.Chimankar and Dr. A.S. Bawale (Librarian) were awarded Ph.D Degree. Since the college is recognized by UGC under 2(f). The college should make rigorous efforts to submit major and minor research projects to UGC and other funding agencies.

The college organizes various extension activities through NSS programme officer and NAEP (National Adult Education Programme) officer. The various extension activities that are undertaken by the college include community development, social work, health and hygiene awareness, medical camp, adult education and literacy, blood donation camp, AIDS awareness, tree plantation and environment awareness programmes. Most of these programmes are undertaken through the NSS unit of the college. The college encourages teachers and students to participate in extension activities related to the society. The college has adopted Wak, Wadaji, Amadade, Khotali, Balad and Nimbhora villages of the region and social and cultural activities are carried out in this region for the benefit of the villagers. Teachers of the college motivate students to participate in extension activities.

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The students also worked as volunteers at the pulse-polio immunization centre to carry out the programme smoothly.

The college needs to participate more actively in research work. However, its participation in extension activity is satisfactory.

#### CRITERION IV : INFRASTRUCTURE AND LEARNING RESOURCES

The college is located in Bhadgaon village on the bank of river 'Girna' with a campus area of one acre. The college consists of two buildings i.e. main building and a new building. The main building consists of two floors of which the ground floor houses the Principal's cabin, office, common room, examination office, Computer room, ladies room, Gymkhana, NSS room and classrooms. There are altogether 8 rooms of which 6 are big and 2 are small rooms. The first floor consists of five big size rooms and two small rooms which houses Chemistry lab, Physics lab, Botany and Zoology lab and big class rooms.

The new building is one storied and consists of five big rooms, which houses Library, Geography lab and 3 classrooms. College also has toilets for gents & ladies, parking space and drinking water facility. Recently a local donor has donated 3 acres of land to the college where it proposes to build a

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new complex soon. For the maintenance of the infrastructure a full time person is appointed who does the routine repairs of furniture and fixtures, plumbing, repairs of electric appliances and cleaning the water tank. The college makes optimum utilization of its infrastructure facilities by allowing Government and non- government organizations to use the building for conducting examinations. The premises is used to conduct Gram - Panchayat, Zilla-Parishad, assembly, and Lok Sabha elections by the Govt. The college also allows their campus to be used for social and cultural activities of the villagers during vacations and holidays. The management of the college takes constant steps to keep the campus beautiful and pollution free. Classrooms and college premises are kept clean. Potted plants are kept at the gallery of the main building.

In the library there are 13,018 books and 14 journals/ periodicals. The working hours of the library are 7.30 a.m. to 5.30 p.m. on all working days. Library is also having video and CD for the students. Library does not have computer or reprography facilities. There is an advisory committee to monitor the activities of the library. There is a Book Bank facility in the central library. About 50 students take advantage of the Book Bank every year. None of the departments in the college have computer facilities.

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However the college has a computer facility, which can be used by all the students.

Health care and medical facilities are available to the students and staff of the college. The college arranges annual medical check up and it is compulsory for first year students. College has appointed an Honorary medical officer who helps to solve the health problems of students and staff.

The college provides facilities for indoor and outdoor games such as Carom, Weight lifting, Power lifting, Kho- Kho, Kabaddi, Cricket and Badminton. College student Mr. Hemant Kumar Narwade was ranked first in Cross country Competition. First Aid facility is available to all sports persons. The college provides incentives in the form of mementos, shields and certificates to the students. Sport kits are made available to the students free of cost. College also gives allowances such as DA to the students who participate in inter collegiate competition.

The college does not provide hostel facilities to the students as most of the students come from near by villages and they do not need hostel facilities.

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### CRITERION V: STUDENTS SUPPORT AND PROGRESSION

The percentage of students appearing for qualifying examinations after minimum period of study is 92 % in Arts, 100 % in Commerce and 89 % in Science. The dropout rate is 8 % in Arts and 11 % in Science. College does not have any information regarding student's progression and employment. However they have a list of alumni who are presently working as teachers in schools, lecturers in colleges and in different walks of life.

The College publishes its prospectus annually at the beginning of the academic year containing relevant information for the students. It contains information such as rules for admissions, courses offered, fee structure, college library, list of teaching and non teaching staff, evaluation method, financial assistance available, general instruction and goal and objectives of the college. Financial assistance is available to the students in the form of Govt. of India scholarship, Govt. of India freeship, Economically Backward class freeship, Physically Handicapped Scholarship, and freeship for the children of primary teachers, secondary teachers and ex-servicemen.

During year 2002-2003, 63 students received Govt. of India Scholarship, 13 students received Govt. of India freeship, 296 students got EBC scholarship. 13 primary school teacher's children and 10 high school

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teacher's children received freeships. The college does not have an Employment Cell and a placement officer to offer career counseling to the students. However college displays on the notice board advertisement of employment opportunities available to them and provide guidance in this regard. Most of the teachers of the college are involved in personal counseling of the students. College has an Alumni Association and its Executive Committee actively helps the college. The Alumni Association has gifted one coin operated Telephone for students in the college.

College provides recreation and leisure time facilities like indoor games, outdoor games, debate clubs, dance/music competition, cultural programmes, nature club, audio video facilities and essay writing competition. To develop all-round personality of the students the college has 'Yuvati Manch' for girls, 'Vyasana mukti yuva manch'-for boys, 'Tutari' wallpaper and literary association.

#### CRITERION VI : ORGANISATION AND MANAGEMENT

The college has an efficient internal coordination and monitoring mechanism. The board of management looks after the overall organization and management of the college. The Board of Management supervises both academic as well as administrative matters related to the college. The

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committee consisting of Mr. Sanjay Onkar Wagh as Chairman. Other members are social workers and academicians. The institution also has a Local Managing Committee as per the requirement of the University. The committee consists of 14 members which includes representatives of teaching and non-teaching staff. The Principal of the college is ex-officio secretary of the committee. The committee meets twice a year to discuss financial and other matters related to the college. To plan and to run academic activities smoothly the Principal of the college meets the teaching staff twice a year. The college functions through several committees like admission committee, time table/academic calendar committee, examination committee, unfair means committee, sports committee, publicity committee, library association, medical check up committee and cultural programme committee. The LMC and the Principal of the college monitors the overall functioning of the college. The Principal and OS look after overall efficiency of the non-teaching staff. The Principal holds frequent meetings with the non-teaching staff to discuss and sort out administrative matters.

The office work is distributed among non-teaching staff and occasional changes are made in work so as to check work efficiency of the non-teaching staff. The distribution of the office work is displayed on the notice board for information of the students.

J. S. Saini

A special committee prepares the academic calendar of the college. Academic calendar framing committee prepares month wise calendar for the year as per directives given by the university. The college encourages non-teaching staff to attend professional development programmes. Some of the non-teaching staff underwent computer-training courses. In relation to the appointment of teaching staff, the management has formed selection committee. Tuition fee is collected as per the guidelines of the University and the State Government. It is constant since last two years. There was a deficit budget of Rs. 25000/- for the year 2001-2002. However the budget for the year 2002-2003 was balanced.

Some welfare Programmes conducted include scholarship for financially poor students, cash prizes and medals for meritorious students, students' aid fund for poor students, Book Bank facility for the needy students, health check up programme, personality development programme, AIDS and drugs awareness programmes and guidance for competitive examinations. The college has a special committee, which is active in the event of national calamities, and generates help both financial and otherwise on such occasions. The college has a discipline committee, which also

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works as a grievance redressal committee to deal with various grievances of the students relating to academic and administrative matters.

Refundable and nonrefundable loan from provident fund is available to teaching and non-teaching staff. The staff members of the college are members of Jalgaon Zilla Government Servant Credit Cooperative Society and Jalgaon Zilla College Teachers and Non-teaching Employees Credit Society where loan up to Rs.3 lakhs is available to them. In case of sudden death of a college staff member his legal heirs are provided with Rs. 10,000/- by G. S. Society and Rs. 10,000/- by the College Credit Society. College is also having group insurance scheme for teaching and non-teaching staff. College invites quotations for purchase of major items and LMC select the suppliers.

#### CRITERION VII : HEALTHY PRACTICES

There is close relationship among the Principal, Management, teaching and non-teaching staff and students of the college. The students have easy access to the Principal and teaching staff for solutions of their problems. The college has adopted a mechanism for internal quality checks. The college follows latest managerial concepts such as teamwork, decision-making, computerization. Most of the tasks of the college like library work

J. S. Joshi

and cultural activities are carried out through committees. These committees are delegated with powers to take appropriate decision. All the committees are multimember bodies, make collective decisions and work as a team.

The college celebrates certain Programmes like 'Raksha Bandhan', 'Makar Sankranti' and also holds Programmes to mark the birth anniversaries of great freedom fighters, national leaders and social workers to impart value based education to the students. Along with Independence day and Republic day, the college also celebrates Women Day, Anti Drug Day, Teachers Day, World Literacy Day, National Integration Day AIDS Awareness Week to develop a national spirit and to make the students aware of the importance of the events. Girls students offering 'Rakhi' to the inmates of nearby Remand-Home on Raksha Bandhan day is appealing and touching experience and requires special mention.

Civic responsibilities are inculcated among the students by making them to participate in programmes like blood donation camps, AIDS awareness week, tree plantation, health and environment awareness camp and de-addiction to drugs, alcohol and smoking. In order to develop all round personality of the students, the college provides a variety of extra curricular activities like group discussions, poetry recitation, elocution

Essays

competition, debate competition, essay writing competition, article-writing for wallpapers 'Tutari' and the college magazine, participation in seminars, workshop and quiz programme. The college also arranges many co-curricular activities like sports, cultural activities, Arts, Science and Commerce forum, for overall personality development of the students.

The college takes steps to improve the capacity to learn, communication skills, use of information technology and promote team spirit among the students.

### SECTION III

#### OVERALL ANALYSIS

The team after going through the self study report and after visiting the various departments and checking the physical facilities of the college, made a total assessment of the work of the college. The Team appreciates the effort of the Management, Principal, teaching and non-teaching staff in achieving the goals set at the time of the establishment of the college. The Peer Team interacted with the Management members, Principal, teaching and non-teaching staff, students, alumni and parents of the college. The peer team wishes to place on record the following observations:

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1) The college is recognized under section 2f of UG act but it yet not recognized under section 12B of UGC Act. This is a barrier to growth depending on financial assistance. Permanent affiliation to the University is condition precedent for registration under section 12B of UGC Act. The College should take necessary steps for permanent affiliation to the University, and then recognition under section 12 B of UGC Act. This will open the doors of financial assistance from UGC and other financial institutions supporting the college to develop research activities and infrastructure facilities.

2) The college offers UG level Programmes in different subjects. The students have to go the other colleges in nearby cities or to the University, for PG Programmes. The College may consider introducing PG level Programmes in phased manner.

3) Commerce Faculty, may be strengthen and English (Special), Hindi (Special) Programme may be introduced in the College.

4) As Part of faculty development Programme University and State level Seminars, Works Shops and Conferencés may be organized in the College. Teachers may be encouraged to participate in Seminars, Work Shops and

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Conferences and contribute Paper in such faculty development programmes organized by the University and other Colleges.

- 4) Chemistry department is having a well-equipped Laboratory, however it is felt that the additional space may be provided to them. Physical Analytical Chemistry Laboratory is housed in a corridor where equipment are being kept and used. It is need to the hour that a separate spacious room may be provided to it for the better functioning of this Laboratory. In regards to the Botany and Zoology Departments, the facilities available in the Department are inadequate in regards to space and equipments. These laboratories may be shifted to a better place and be provided with additional facilities.

- 7 Botany Department should take up a programme to develop Botanical Garden on the College Campus with the aquatic Plant Pond.

- 5) To reduce manual labour in clerical work in office and library the college may introduce computer with suitable programmes and all the members of office staff and librarian should be trained to use computer.

- 6) The College has plan to construct new building on the land donated by one of the Governing Body member. The management may involve Traseio.



reputed professional architect to plan and design the building. The new building should take care of present needs and future requirements of a developing educational institute.

7) The college has three computers. One is with the Principal and two for the use by the office, library and teachers. Internet facility is available. As computer application is one of the subjects taught in B.Com. and computer literacy is going to be a must for all students, college may setup Computer Center with minimum seven to ten computers in the college.

The teachers and students may have free and easy access to Internet facility and to the Computer Center. Certificate course for basic computer literacy of different level may be introduced for interested students who would like to go in for such courses during vacation and regular working days.

8) College has adequate ground for Kho-Kho, Kabbadi, Cricket, Volleyball and for other out-door games. However, it has limited facility for indoor games, especially for girls- students. More Facilities for appropriate indoor games may be provided to the students.

9) Job oriented vocational courses may be introduced on cost based self-finance basis. Such certificate or diploma courses will help students to be self-employed and self-reliant.

10) Carrier Guidance Cell may be introduced to guide students for their

Interest

career development. Such cell may provide information about different schemes offering assistance to students for research projects and similar carrier development programmes.

11) Considering growing need for standard textbooks, reference books and books of general interest the college should add good number of such books in the library. Standard scholarly journals on subjects taught in the college may be subscribed to enrich the library.

The Peer Team thanks the members of the Managing Committee, Principal, teaching and non teaching staff, Students, Parents and alumni for their co-operation and support in assessing the college for accreditation.

#### Signature of Peer Team Members

- 1) Shri. Jeetendra Dasari  
Chairman
- 2) Prin. Dr. P.C. Upadhyay  
Member
- 3) Dr. A. S. Dingo  
Member Co-Ordinator

*Jitendra Dasari*  
28-08-04

*[Signature]*  
August 28, 2004

*[Signature]*  
28/08/2004

I agree with the observation and suggestions offered in the report



*[Signature]* 28/8/04  
Signature of the Principal  
**PRINCIPAL**  
Arts Com. & Science College  
BHADGAON Dist. Jalgaon